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17 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Activity Report for Week Ending 17 July 1953

General

a. Europe-Africa Support Command - (continued item)

Subject staff study remains in the hands of DD/P-Admin. for coordination before forwarding to the Acting DD/A.

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c. Proprietary Projects - (continued item)

The names of three individuals have been submitted to I&R Staff, DD/P, for special security briefing before starting the work of logistics administrative review of proprietary projects.

d. Review of FY-54 Forecast of Material Requirements - (continued item)

Revised forecasts of material to be used during FY-54 have been received from all area divisions. Consolidation of these forecasts by LO has been suspended until such time as the DD/P-Admin. furnishes advice regarding the [] forecast.

2. Projects and Studies in Process

World Base Planning - (continued item)

The completion of the staff study on the [] base is held up for information as to physical facilities. This last information needed to complete the study is expected from [] some time next week.

3. Staff Items of Interest

a. Passenger Movement - Central Processing Branches - (continued item)

The Office of General Counsel is reviewing the proposed delegation of authority regarding this subject. Final papers will be passed for implementation as soon as the delegation of authority is approved by General Counsel.

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c. Logistics Support of TSS Operations - (new item)

d. Centralized Type Procurement and Related Matters - (continued item)

Representatives of DD/P-Admin., Comptroller, Acting DD/A, LO, and the Chief of Administration, SE, Division, met in this office to discuss the allotment record control procedure prepared by the Comptroller that is now in the hands of DD/P-Admin. for coordination. The part that this office plays in this procedure is to furnish area divisions with accurate pricing information. This will be done immediately. The meeting revealed that further conferences will be held by the DD/P-Admin. and the Comptroller to reduce the work to a minimum and to establish firmly who will do the work.

e. Shipment of Sensitive Materiel - (completed item)

SE 19 W A meeting was held with Chief of Administration, SE, and a representative of the Security Office to lay on ways and means to make a special sensitive shipment to the SE area. Plans were prepared to use the [] for the first air shipment and the sea channels for the remaining items. The shipment will be made to meet the deadline established by the operating division.

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g. FE Division - (1) Agreed that LO will aid in recruitment, hiring, transfer, etc., to fill [] T/O vacancies. (2) Reached agreement with this division as to methods for submission of second quarter FY-54 requirements; namely, (a) The Supply Catalogue will be sent to [] in 30 copies to be used for 25X1A6A standard nomenclature and pricing; (b) A blank copy of form #431 will be sent to the field for reproduction and use; and (c) The LO Requirements Control Branch will forward a letter of instruction that outlines specific methods as to breakdown of materiel into PM, FI, and PP classes.

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h. NEA Division - Coordination was obtained from this division concerning their using [] as the supply account.

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Information

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25X1 1. WE Division - Coordinated with this division concerning residual material under cargo No. 53095 destined for [redacted] from [redacted]

25X1A6A j. EE Division - Continued assistance regarding the filling of logistics slots in the [redacted]

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4. Administration

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a. Agency Regulations - (continued item)

[redacted]

b. Interim Allocation of Funds for FI-54 - (completed item)

The interim funds for July, FI-54, were re-allocated within LO to Staffs and Divisions at the request of the Comptroller's Office.

c. Human Resources Training Program - (new item)

25X1A9A [redacted] Office of Training, held an appreciation session with key people of this office regarding Agency Human Resources Training Program. It was agreed that this program should be conducted immediately in the LO, the first group of trainees to consist of the Office Chief, Division Chiefs, and Staff Chiefs.

d. Basic Intelligence Course (Supplemental) - (continued item)

An evaluation is being prepared of the Administrative Support Course from the standpoint of value to LO personnel.

5. Transportation Division

a. New Channel to FE - (continued item)

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[redacted]

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c. Movement of Dependents, Household Effects, and Automobile of an Individual - (completed item)

The [redacted] requested by cable that the dependents and personal effects of one of his people be moved by commercial channels rather than [redacted]. The SE Division denied this request because of security considerations. SE action was in line with the recommendation of this division.

d. U.S. Dispatch Agent Effectiveness - (completed item)

Five partial shipments that had been delivered to the piers at ports of embarkation were canceled at the last minute by the operating division concerned. The U.S. Dispatch Agent did an outstanding job in stopping the shipments without attracting undue attention.

e. Return of Household Effects without Prior Notification - (new item)

[redacted] notified this division that the personal effects of five individuals had arrived at San Francisco without authority and destination notification. This resulted from personnel, moving from [redacted] to [redacted] returning part of their effects to the U.S. It is understood that this same situation will arise shortly when 20 additional employees are transferred from [redacted]. FE Division is taking action to obtain appropriate decisions, approval, and specific instructions to authorize expenditure of funds required for this type movement. This division is withholding further action on this matter until advised by FE Division as to policy.

f. Shipment of Sail Boat as Personal Effects of FE Division - (new item)

A shipment of the effects of subject individual consists of a sail boat. The shipment is due to arrive in Baltimore, Maryland, on the [redacted] in August. Freight payable on this portion of [redacted] shipment is \$1,054.56. Final destination is Annapolis, Maryland. [redacted] was an

It is understood that he purchased the boat while overseas for private use. The matter has been referred to General Counsel for decision as to the type of merchandise that can be shipped at Agency expense as personal effects.

6. Supply Division

[redacted] (continued item)

The negotiated contract for \$10,000 placed by General Services with PBS for certain interior work at the depot has been canceled due to the expiration of FY-53 funds before obligation. A PRC staff study is being prepared to

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request funds and authority for this construction, including facilities for a first aid station, partitioning of bin storage area, and exhaust fans and ducts for the armor shop.

Construction work on the outside area for truck docks, roadway paving, erection of the [] etc., is progressing satisfactorily.

A maintenance shop has been set up for cleaning and effecting minor repairs of binoculars.

b. Supply Training - (continued item)

Two officers of the division are visiting [] for final discussions on the nature and scope of the supply training to be initiated at that facility.

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c. Supply Economy Program - (continued item)

A telephone survey was conducted of 30 administrative officers relative to participation in this program. It was learned that a majority of the offices are actively working to conserve supplies and equipment used in their operation. Building Supply Officers report a steady turn-in of office supplies and equipment. An estimated value of \$13,700 has been placed on the material recovered.

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b. Contract Documents

(1) Executed 6 - Total \$3,837

Principal contracts were:

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<u>Commodity and Quantity</u>	<u>Dollar Value</u>
Revision of prices	\$1,337
Advance of funds for 4th phase of research	2,500

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(2) Requisitions - by Division Branch

	Special Purch.	Military Purch.	Contract	Purchase Order	Total
Brought fwd.	19	8	41	152	220
Received	27	21	13	243	304
Completed	26	14	6	200	246
Pending	20	15	48	195	278

(3) Purchase Orders Issued 122 - Total \$330,295.04

8. Real Estate and Construction Division

a. Projects

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[redacted] - (continued item) - (a) Building construction contract: The labor disagreement has been settled. Work was resumed on 14 July. (b) Antennas and power contract: Contractor is ready to proceed with the work on receipt of materials furnished by the Government. (c) Electric and telephone service contracts: A follow-up letter has been forwarded to the electric company concerning subject contract.

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(4) [redacted] - (continued item) - Field audit of the Architect-Engineer contract was started on 14 July.

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(5) [redacted] - (continued item) - (a) Survey of water supply system: [redacted] has forwarded contracts to the contractor. (b) Commo laboratory: Construction is under way. (c) Building for records center at [redacted] Site investigations and planning continues. A formal request for preliminary plans has been received from General Services.

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(6) [redacted] (Supply Depot) - (continued item) - (a) Letter has been prepared for the signature of the Acting DD/A to [redacted] designating the Chief of Logistics and the Chief of this division as official Agency liaison officers for the project.

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[redacted] was briefed as to sequence of events during last month on this project.

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b. Other Items of Interest

(1) Office Space for [redacted] (continued item) - The relocation of this [redacted] without resolution of the problem. Further discussions will be held during the next week.

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[redacted] is preparing a project for presentation to PRC.

(3) Lease of Quarters in [redacted] - (new item) - WE Division was advised that the Chief of Station has authority to lease premises needed under [redacted] It was suggested that the Chief of Station be cautioned to stay within the provisions of this regulation because the proposed rental is approximately 67% in excess of present quarters allowances.

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JAMES A. GARRISON
Chief of Logistics

LO/SS/JCB:cc (17 July 1953)

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